



DEPARTMENTS OF THE ARMY AND AIR FORCE

JFHQ-LA NGLA-JPM-HA
5445 Point Clair Road
Gillis Long Center
Carville, Louisiana 70721

STATEWIDE AGR VACANCY ANNOUNCEMENT

****AMENDED****

ANNOUNCEMENT NO: LA 1716438-A

OPENING DATE: 17 June 2016

CLOSING DATE: 15 July 2016

UMDA POSITION TITLE: Supply Technician

UMDA MAX AUTH GRADE: TSgt/E6

DUTY AFSC: 2S071

AREA OF CONSIDERATION: Current enlisted members in the Louisiana Air National Guard

OCCUPATIONAL REQUIREMENTS:

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

QUALIFICATION REQUIREMENTS:

- Compatible AFSC: 2S0X1
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.



KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:

1. Knowledge of supply regulations, policies, procedures, and instructions applicable to the total ATC Squadron's logistics supply program to ensure proper supply support.
2. Knowledge of standard procedures to perform routine aspects of supply specialist work related to segments of major areas of supply management (i.e., inventory management, storage management, etc.) and related activities (i.e., supply program management, procurement, etc.) in support of ATC supply operations.
3. Knowledge of Air Traffic Control Squadron missions, objectives, terminology, and management practices sufficient to assess personnel and equipment supply requirements.
4. Knowledge of supply programs and requirements to ensure customer requests for automated products are satisfied.
5. Knowledge and understanding of ATC SORTS reporting requirements.
6. Skill in identifying and establishing special storage locations and ability to determine stock levels required.
7. Ability to prepare documentation to effect additions, deletions, and changes to items authorized.

SUMMARY OF DUTIES:

- Manages organizational and maintenance supply support to include timely acquisition of supplies, clothing (Issue/Storage/Recovery, organizational Bench Stock program, Routine and Priority maintenance supply support, processing of Mobility Mission Capability (MICAP) requirements, Due In From Maintenance (DIFM) asset management and Time Compliance Technical Order (TCTO) processing.
- Works with the ATC Squadrons Funds Manager in planning, formulating, analyzing, and coordinating ATC Squadron supply budget submissions. Performs trend analysis of past utilization of supplies and other material to identify and determine future requirements. Records expenditures for all ATC Squadron supply and equipment accounts and maintains current on-hand balances. Tracks unfunded requirements and provides information for the ATC Squadron's Funds Manager for use in the base financial working group meetings. Provides financial accounting data to the Resource Advisor. Assists the ATC Squadron's funds manager in projecting future year requirements for supplies and equipment.
- Performs a variety of purchasing agent functions to procure ATC specific items through use of the Federal IMPAC card program. Researches parts and equipment for highly technical items. Reviews requisitions, supporting documents, and reference material to determine if priority supply action is required, the status of the action, changes in requirements, and unexpected requirements. Expedites delivery of urgently required items through correspondence, and/or telephone calls to manufacturers, or other organizations. Deals directly with vendors in soliciting bids and negotiating prices. Tracks all purchases/procurements. Serves as focal point for the ATC Squadron Commander on all equipment/supply issues.

-- Resolves supply difficulties, confirms maintenance supply data and status, forecasts supply requirements through coordination with internal and external organizations to include base supply, contracting, weapons systems program managers, Item Managers, commercial vendors, and production work centers.

-- Manages the Mobility Readiness Spares Package (MRSP). Orders, inspects, accounts for, and controls the replacement parts, components and sub-assemblies for assigned equipment that comprise the MRSP. Designs, packs, and documents the MRSP for deployment. Inventories and updates kits as required. Coordinates recommendations for additions and deletions as well as suitable substitutes for MRSP and submits proper requests and documentation. Serves as a representative at conferences, working groups and meetings dealing with deployment, equipment, and reviews. Reports data to the ATC Status of Resources and Training System (SORTS) monitor.

-- Manages the Mobility Bag (MOBAG) program. Acquires and maintains the appropriate number of tasked Mobility Bags "A" (individual field equipment), "B" (individual cold weather gear), "C" (individual chemical warfare), and/or "D" (individual desert equipment). Ensures personal equipment is properly fitted, maintained, and controlled. Issues and recovers MOBAGs for training and operational missions. Utilizes Mobility Inventory Control and Accountability System (MICAS) to ensure unit MOBAGs are maintained to adequately support mission requirements.

-- Maintains and/or distributes required supply records. Responsible for the timeliness, accuracy and distribution of Standard Base Supply System (SBSS) documents. Reconciles due-outs for Urgency of Need Designator (UND) "A" requisitions daily. Reconciles due-outs for UND "B" requests weekly, using D18, Priority Monitor Report or IMDS Supply Subsystem Inquiry. Reconciles and adjusts supply document discrepancies as necessary. Initiates Report of Discrepancy (ROD) as required. Initiates Quality Deficiency Reports (QDR) as required.

-- Serves as the organizations precious metals recovery program monitor. May be responsible to establish and maintain a collection/satellite collection point for Hazardous Materials (HAZMAT).

-- Performs as primary custodian for any assigned equipment, Special Purpose Recoverable Accounts Maintenance (SPRAM), unit weapons and munitions.

-- Develops, establishes and maintains work center training programs. Plans and schedules tasks and training activities for drill status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Responsible for mobilization readiness of section personnel and equipment.

-- Serves as a point of contact to which customers refer supply problems that have not been satisfactorily resolved at other levels. Advises section supervisors of changes within the supply system. Acts as the focal point for comparison of Supply performance within prescribed directives.

-- Performs other duties as assigned.

EVALUATION PROCESS:

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time

or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

APPLICATION PROCEDURES:

- NGB Form 34-1
- NGLA-JPM-HA Form 690-171-3
- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- Two full length photographs (snapshots acceptable) date within 1 year.
- (1) *one in service dress*
- (2) *one in light blue shirt/blouse long or short sleeves.*
- Copy of both sides of state driver's license.
- Copy of last three enlisted performance reports. *(If three EPRs are not available, the Airman must include a letter of recommendation or performance from the military command.)*
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- Copy of AF Form 422
- Copy of latest Air Force Fitness Management System (AFFMS) printout showing a score of at least 75% date within 1 year.
- Letter of Recommendation(s) (If Applicable)
- Other additional documentation (If Applicable)

LOCATION: 259TH ATCS, ENGLAND AIR PARK, ALEXANDRIA, LA

This position is located at an Air National Guard (ANG) Aviation Wing, Air Traffic Control (ATC) Squadron, Resources Management Function. The purpose of this position is to manage, regulate, coordinate and exercise control over the organizational supply program to ensure productive and effective utilization of material funding and requirements for all ATC Squadron tasks and responsibilities. The position is the unit expert in matters relating to provisioning, stock control, management of excess requirements determination, and requisitioning. Provides technical guidance and policy direction in Standard Base Supply System (SBSS) activities involved in direct customer support through Demand Processing, Research/Records Maintenance, Mission Support Capability (MICAP), Repair Cycle Support, and Combat Supply Support for Maintenance (CSSM) and War Readiness Sections. This position performs

duties necessary to provide supply functions in support of programs essential to ATC daily operations, training, and readiness missions.

TECHNICIAN ANNOUNCEMENT: This position is also being advertised under Technician Vacancy Announcement LA 1716438-T which is open until 15 July 2016. Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement.

*****LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336*****

How to Apply

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, MSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: cassie.l.ellis.mil@mail.mil in a PDF file, NLT close of business (1600 hrs) on closing date. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.